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Agency Secretary
Cal/EPA



Department of Toxic Substances Control

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Arnold Schwarzenegger
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Hazardous Waste Generators and Facility Operators

2003 HAZARDOUS WASTE REPORT

The United States Environmental Protection Agency (U.S. EPA) has delegated the responsibility for conducting the Federal 2003 Hazardous Waste Report for generators and facilities in California to the Department of Toxic Substances Control (DTSC). All Resource Conservation and Recovery Act (RCRA) Large Quantity Generators (LQGs) and/or facilities that treat, store, and/or dispose of RCRA hazardous waste on-site are required to file a Federal 2003 Hazardous Waste Report by March 1, 2004. Small Quantity Generators (SQGs) and non-RCRA "California only" handlers are not required to file the Federal report. This letter forwards the reporting materials for this report.

The 2003 Hazardous Waste Report Instructions and Forms (EPA Form 8700-13 A/B) provided by U. S. EPA are included as an attachment. To provide additional information for California filers, you will also find the 2003 Biennial Report California Supplemental Instructions. Please review the enclosed attachments. An explanation of who must file, who is exempt, where to get help, and definitions of LQGs, RCRA waste, and non-RCRA (California only) waste are included in the attached supplemental instruction booklet. If your facility is eligible to file for an exemption, you are requested to file a new exemption request, even if you filed one in a prior year. The exemption request is found in the enclosed Supplemental Instructions for California.

Due to the overwhelming number of filers for 2003, reports containing errors will be returned to the submitter for correction. The submitter will have two weeks to correct and return the information to DTSC.

Also, DTSC will be conducting 2003 Hazardous Waste Report workshops in selected locations throughout California. At the workshops, DTSC staff will review the changes from the 2001 Hazardous Waste Report, go over the process for completing the report, and provide a demonstration of the software that may be used to complete the report. Each workshop will be approximately two hours in duration. To find out more about these workshops, go to our website.

Hazardous Waste Generators and Facility Operators

Page 2

To reduce the chances of your report containing errors, DTSC strongly encourages you to submit your report using the software which will be made available on our website on or about January 12, 2004. The software may be downloaded at **<http://www.dtsc.ca.gov/HazardousWaste/index.html>** and is approximately 7.2 MB. If information is entered erroneously, the software will prompt you to correct it. Your report will be validated and, if errors are found, a summary will be generated listing those errors. All errors must be corrected before your information can be exported to a diskette or CD-ROM for submission. Additional information and updates concerning the filing of the 2003 Hazardous Waste Report may also be found at this website.

If you have questions about this mailing or need help completing the forms, please contact the DTSC Biennial Reporting staff at (916) 322-2880 or U.S. EPA's Biennial Report Hotline at (415) 222-8371.

Sincerely,

Jan Radimsky, P.E., Chief
Permitting Program Development Branch
Hazardous Waste Management Program

Enclosures